

Commonwealth of Massachusetts
**DEPARTMENT OF HOUSING &
COMMUNITY DEVELOPMENT**

Charles D. Baker, Governor ♦ Karyn E. Polito, Lt. Governor ♦ Chrystal Kornegay, Undersecretary

Public Housing Notice 2015-11

To: Public Housing Authority Executive Directors
From: Bill Holland, Capital Planning Programs Developer
Rick Brouillard, Capital Planning Programs Developer
Subject: New Features in Capital Improvement Management System (CIMS) and Capital Planning System (CPS)
Date: April 3, 2015

The purpose of this Public Housing Notice is to highlight certain enhancements to the CIMS and CPS software that have been implemented over the past 18 months. These enhancements improve user input functions, expand the information available to the user, and adjust certain CIMS calculations and display options. This notice includes the following sections:

1. A list of added CIMS & CPS features
2. Descriptions of the added CIMS & CPS features.
3. Detailed instructions for new methods of adjusting project spending schedules in CIMS.
4. CPS New Project Wizard screen shots.
5. CPS Facilities Condition Index screen shots.
6. A glossary which defines common terms and acronyms used in the capital planning systems.

Cybersense Training will be using and demonstrating these tools during CPS trainings and CIMS district hours sessions. In addition, DHCD staff will be offering hands-on help in the resource room at the spring MassNAHRO conference. If you have any questions or issues or need technical assistance outside of these sessions or beyond the contents of this notice, please email Rick Brouillard at Richard.brouillard@state.ma.us.

FEATURE LIST

CIMS:

1. **Data Entry Options** – To allow entering any of the key dates or to enter a spending amount in any fiscal year in the Capital Improvement Plan (CIP).
2. **Award & Spending Reconciliation Page** – Project costs, funding, special awards, and disbursements all on one page.
3. **LHA Dashboard – Information Added** – Now showing set-aside planned amounts and balances, as well as current total awards, spending, and planned spending.

4. **CIP Basic Summary Report and Approved CIP Report** – These reports provide the CIP data in a form that documents the key aspects of the CIP and can be used for submitting the CIP to the LHA board.
5. **Fiscal Year Cap Page** – The cap page now can be viewed by the LHA and shows the history of the cap amount for each fiscal year through construction, approval, and revision stages.
6. **Modified Project Grids** – Narrow-Mode displays have been implemented on all project grids to reduce the need for horizontal scrolling. Also, older projects that have closed out and no longer impact the current CIP are no longer displayed.
7. **Improved Project Spending Calculation** – Projects scheduled in the past that have undisbursed money in the budget will show the unspent disbursements in the current CIP.

CPS:

1. **New Project Wizard** – To simplify and speedup the process of adding/creating a new project in CPS, this new feature walks the user through each required step of the process to develop a new project in CPS.
2. **New Project Prioritization criteria** –DHCD has redefined the criteria for guidance in prioritizing proposed projects in CPS to simplify the process of selecting a Priority.
3. **New “CPS Project List” report** – This report was created so that the user would have a simple and comprehensive summary of all projects both proposed and archived for general planning purposes.
4. **New “Facility Inventory Condition Assessment Report”** – This report was created so that the LHA would have a complete listing of all of the specific inventory for all of their facilities to use for maintenance and capital planning purposes.
5. **Facility Condition Index (FCI) History** – FCI is a measure of the condition of a facility relative to the reproduction cost of the facility. On a monthly basis the FCI will be automatically calculated on the Facility level, the Development level and the LHA level and recorded in respective FCI History tables in the CPS.
6. **User Login History** – This feature allows the user to see the history of LHA Logins to the CPS.

DESCRIPTIONS OF FEATURES

CIMS:

In response to user requests, DHCD has made the Capital Improvements Management System (CIMS) system easier to use both to create Capital Improvement Plans (CIP's) and to access relevant spending and award information. We have provided new options for scheduling projects when creating or revising a CIP. We have also created new data displays and reports to make it easier to understand a housing authority's capital spending and award status.

1. Data Entry Options

- a. In March of this year new data entry options were added to the Modifications Grid and the Scenario Builder. These apply to selected CPS projects that have not been linked to FISH projects.
- b. Dates and spending projections are now calculated based on the last edited field as noted below.
 - i. The user may now specify the DCD, WO/RFS, NTP, or CSC date for a project and CIMS uses the standard phase durations based on TDC to calculate the other dates. (See Definitions section at the end of this notice.)
 - ii. Alternatively, the user may enter an amount into any of the five fiscal year columns. Based on the amount entered, CIMS calculates a DCD. It then recalculates all the date and projected spending amounts.
- c. For detailed instructions, see "Entering Data in the CIMS Project Grids", following this section.

Clicked Budget Scenario Builder CIP Type: Alternate

Sort by: --Select-- ☐ Mark as my submitted CIP plan

In this CIP?	FISH #	Prev. CIP	Design Contract Date (DCD)	Project Name	Year 1	Year 2	Year 3	Year 4	Year 5	Calc
<input checked="" type="checkbox"/>	245022	Yes	5/30/2015	HSFY15-Patch, crack sealing uneven parking lot, crack seal, line strip	\$25,000.00	\$0.00	\$0.00	\$0.00	\$0.00	
<input checked="" type="checkbox"/>	Detail	Yes	1/15/2015	refrigerators & doors (muni territory)	\$23,000.00	\$0.00	\$0.00	\$0.00	\$0.00	
<input checked="" type="checkbox"/>	Detail	Yes	2/15/2015	Install Co-Detectors - 62 Units - By HA	\$1,735.99	\$0.00	\$0.00	\$0.00	\$0.00	

2. Award & Spending Reconciliation Page

- a. DHCD has developed a new page that brings together project costs, funding, special awards, and disbursements for each project in one location along with program totals.
- b. The page is accessible via a link on the CIMS Forms Menu.

Current LHA Award and Spending Reconciliation

Award_Date	Base FF Awards	Award_Amt
6/16/2010	Formula Funding Award	\$345,967
2/1/2013	Formula Funding Award fy2015	\$159,869
2/21/2014	Formula Funding Award fy2016	\$145,011
2/21/2014	Formula Funding Award fy2017	\$145,011
	Total	\$795,858

❖ Award data is from the LHA Award Dashboard and may not be fully up-to-date.


❖ FISH budgets (TDC's) and disbursement data are imported from FISH by clicking the "Update With FISH Data" button.

FISH PROJECTS		Project Name	TDC	STATE BOND FUNDS				Other Funding
FISH #	CIMS Project #			Base FF	Special Awards	Disbursed	Project Balance	
304024	304-667-01-S01-09-1425	Parking lot and walkway repairs	\$97,038.14	\$95,103.61	\$0.00	\$96,803.61	(\$1,700.00)	\$1,934.53
304026	304-689-2-0-07-954	Roof replacement	\$19,635.00	\$19,635.00	\$0.00	\$19,635.00	\$0.00	\$0.00
304027	304-667-2-0-09-1451	Reasonable Accommodation - ADA	\$15,609.50	\$7,386.00	\$8,223.50	\$11,683.50	\$3,926.00	\$0.00

Base Formula Funding (FF) Awards		\$795,858.00
Special Awards (DHCD ER, CR, SUST, Special Program)		\$8,223.50
Total of all Base and Special FF Awards		\$804,081.50
Total Disbursed		\$451,928.23
Remaining Funds Committed to FISH Projects		\$33,270.00
LHA ER (Emergency Reserve Balance)		\$39,296.15
Balance Not Committed to FISH Projects or LHA ER		\$279,587.12
Total of TDCs for Selected Projects Not Assigned to		\$589,229.00
Unplanned Balance After All Projects		(\$309,641.88)

3. LHA Dashboard – Information Added

- a. The LHA Dashboard, which opens on pages with project grids, has been enhanced with additional information. This dashboard appears on the Active and Approved CIP pages, the Modifications Grid, and the Scenario Builder.
- b. The “3-Year Set-Aside Allocations and Planned Spending” table has been copied from the LHA Award Dashboard so that the spending of set-asides can be more easily tracked.
- c. A “Total Formula Funding Awards and Planned Spending” section has been added.
 - i. Award Total: The total of all awards listed in the LHA Award Dashboard.
 - ii. Currently Disbursed: The total of all funds disbursed by DHCD under the Formula Funding program (including special awards) on behalf of the LHA as of the previous day. This total can also be updated using the “Update With FISH Data” button.
 - iii. LHA FF ER: The balance of the LHA’s Emergency Reserve (LHA ER) fund as calculated on the LHA Award Dashboard.
 - iv. FISH TDC Balances: The total of all FISH TDC’s (including all FF FISH projects from the beginning of the program) minus the Currently Disbursed amount.
 - v. Uncommitted Balance: Funds not committed to FISH projects or LHA ER. This is the Award Total minus Currently Disbursed minus LHA FF ER minus FISH TDC Balances. These funds are available for use on CPS projects selected in the CIP and not yet assigned to FISH.
 - vi. CIMS Project TDC’s: The total of the TDC’s for all selected projects in the project grid that are not linked to FISH projects.

 LHA Dashboard [Show/Hide](#)

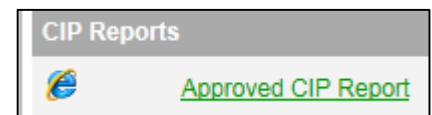
Cap Shares and Planned Spending with 3-Year & 5-Year Totals				
Fiscal Year	Planning CAP Share	Projected FF Spending (Total TDC)	Approved CAP minus Projected FF	Other Funding Sources
2015	\$686,202.30	\$955,701.55	(\$269,499.25)	\$0.00
2016	\$465,479.41	\$366,807.17	\$98,672.24	\$0.00
2017	\$766,210.33	\$334,555.85	\$431,654.48	\$0.00
3 Year Total	\$1,917,892.03	\$1,657,064.57	\$260,827.46	\$0.00
2018	\$426,094.00	\$367,682.36	\$58,411.64	\$0.00
2019	\$426,094.00	\$116,533.93	\$309,560.07	\$0.00
5 Year Total	\$2,770,080.03	\$2,141,280.86	\$628,799.17	\$0.00

3-Year Set-Aside Allocations and Planned Spending			
Formula Funding	Allocation	Planned Spending	Remaining to be Planned
ADA FF Allocation Set-aside	\$15,515.65	\$10,500.00	\$5,015.65
DMH FF Allocation Set-aside	\$0.00	\$0.00	\$0.00
DDS FF Allocation Set-aside	\$-1.00	\$0.00	(\$1.00)
Other DHCD Bond Funding	\$424,249.10	\$424,249.10	\$0.00

Total Formula Funding Awards and Planned Spending					
Award Total	Currently Disbursed	LHA FF ER	FISH TDC Balances	Uncommitted Balance	CIMS Project TDC's
\$3,623,480.43	\$1,854,851.16	\$263,584.05	\$751,622.66	\$753,422.56	\$932,098.00

4. CIP Basic Summary Report and Approved CIP Report

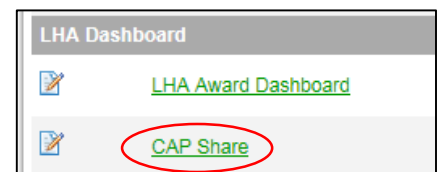
- a. Both of these reports list all selected projects with date, projected spending, and funding data. They also show fiscal year totals, bond funding, and set asides for the CIP.
- b. The CIP Basic Summary Report is designed as an Excel export available from the Reports link in the CIMS header.
- c. The Approved CIP Report is designed as a PDF report available from the Forms Menu. See screen clip on the next page.



CIP-2014-Wellfleet 24-00079												
Approved Version #/date:						Approved v14.04 10/2/2014						
FISH Project Number	Fish Status	Project Number	Project Name	Development	TDC	WO/RFS	DCD	NTP	CSC	2014	2015	2016
974003	ACTIVE	974-187-01 -001-10-57 41 974-187-01 -S01-10-57 1	Roofing Replacement of Brown Roof	30 Beach STREET	\$26,523	01/17/2012	05/01/2012	11/16/2012	02/01/2013	\$26,523	\$0	\$0
974005	ACTIVE	974-200-01 -S01-09-38 071 974-200-1- 0-09-916	Asphalt parking and walkways	Veterans Housing	\$287,619	01/01/2011	07/01/2011	05/01/2012	10/01/2012	\$100,019	\$0	\$0

5. Fiscal Year Cap Page

- a. For each LHA DHCD assigns a spending target for each fiscal year, known as the fiscal year cap. These amounts are shown on the Cap Share page.



- b. Beginning in September of 2014 the Cap Share page was enhanced to show the caps assigned for the Scenario Builder and separate sets of caps for each approved version of the CIP, as well as the current Active CIP. This page is now available for viewing by the LHA. The data has not been populated for all CIP's, especially older ones that have been archived. All new CIP's will show this data.

CAP SHARE								
CAP Share Dashboard								
	Revision Status	Year 1	Year 2	Year 3	Year 4	Year 5	Last Modified	Modified By
Scenario Builder		\$202,271.16	\$43,582.99	\$21,754.15	\$17,088.00	\$15,772.00	10/07/2014	Bill Holland-SA
Approved CIP	Approved	\$202,271.16	\$43,582.99	\$21,754.15	\$17,088.00	\$15,772.00	01/06/2015	Grant System
Revision v15.01	Approved	\$202,271.16	\$43,582.99	\$21,754.15	\$17,088.00	\$15,772.00	03/09/2015	Grant System
Active CIP	N/A	\$202,271.16	\$43,582.99	\$21,754.15	\$17,088.00	\$15,772.00	01/06/2015	Grant System

CAP Share Notes		
Name	Date	Note
Bill Holland	09/26/2014	Use it or lose it transfer of \$1,316.00 from fy2014 to fy2018 for delay of FISH project
Bill Holland	10/02/2014	Yr 1 increase for increased award for #014017. Updated again on 10/7.
CIMS System	01/06/2015	Cap shares for the Approved CIP set equal to the Planning Cap Shares of the Scenario

6. Modified Project Grids

- a. The "narrow mode" option first instituted on the Scenario Builder page has now been implemented on the Active & Approved CIP page and the Modifications Grid page. This option allows the user to see the most relevant columns of data without a lot of horizontal

Clicked Budget Scenario Builder CIP Type: Alternate

Sort by: --Select-- ☐ Mark as my submitted CIP plan

In this CIP?	FISH #	Prev. CIP	Design Contract Date (DCD)	Project Name	Year 1	Year 2	Year 3	Year 4	Year 5	Calc
<input checked="" type="checkbox"/>	245022	Yes	5/30/2015	HSFY15-Patch, crack sealing uneven parking lot, crack seal, line strip	\$25,000.00	\$0.00	\$0.00	\$0.00	\$0.00	
<input checked="" type="checkbox"/>	Detail	Yes	1/15/2015	refrigerators & doors (muni territory)	\$23,000.00	\$0.00	\$0.00	\$0.00	\$0.00	
<input checked="" type="checkbox"/>	Detail	Yes	2/15/2015	Install Co-Detectors - 62 Units - By HA	\$1,735.99	\$0.00	\$0.00	\$0.00	\$0.00	

scrolling. Additional information is easily accessed by hovering the cursor over the project name. The full project detail can be accessed through the link in the FISH # column.

- b. Completed projects that do not affect the current CIP will be filtered out of the project grids in the Active & Approved CIP's, the Modification Grid, and the Scenario Builder.
- c. Projects will display in the grids if any of the following conditions apply:
 - i. CSC date later than 6/30 of the first year of the CIP.
 - ii. FISH status is "Active" or null.
 - iii. Any spending is projected for any of the five years of the CIP.
 - iv. There is a funding disparity in the project detail.
- d. Reports will still show all projects, rather than filtering out older ones.

7. Project Spending Calculation – Improved Formula

- a. CIMS uses a complex formula to project the fiscal year spending for each project based on the key dates, the soft cost and hard cost, any non-bond funding, and past disbursements for the project.
- b. Prior to October, 2013, selected projects with CSC date prior to the start of the CIP (7/1 of the first year of the CIP) would show no spending in the plan, even if the disbursements for the project were incomplete.
- c. Beginning in October, 2013, the difference between the FISH TDC and total disbursements for the project will always show in the CIP.
- d. If a project is complete and paid for and still shows spending in the plan, either it is because some of the payments were made during plan years or the TDC is set too high and the DHCD PM needs to adjust the TDC to be equal to the total disbursements.

Clicked Budget Scenario Builder CIP Type: Alternate

Sort by: --Select-- GO Generate a Current Budget Scenario Report WIDE MODE ☐ Mark as my submitted CIP plan

In this CIP?	FISH #	Prev. CIP	Design Contract Date (DCD)	Project Name	Year 1	Year 2	Year 3	Year 4	Year 5	Calc
<input checked="" type="checkbox"/>	245022	Yes	5/30/2015	HSFY15--Patch, crack sealing uneven parking lot, crack seal, line strip	\$25,000.00	\$0.00	\$0.00	\$0.00	\$0.00	
<input checked="" type="checkbox"/>	Detail	Yes	1/15/2015	refrigerators & doors (muni territory)	\$23,000.00	\$0.00	\$0.00	\$0.00	\$0.00	
<input checked="" type="checkbox"/>	Detail	Yes	2/15/2015	Install Co-Detectors - 62 Units - By HA	\$1,735.99	\$0.00	\$0.00	\$0.00	\$0.00	

CPS:

1. **New Project Wizard**— Located in the "Projects" section of CPS in the "Project Info" tab there is a "New" link. When this link is clicked CPS leads the user through a series of screens to capture all required Project information to establish a new project.

Capital Planning System

Projects

Main Menu Facilities Inventory **Projects** Reports Utilities Find Help

LHA: Enfield Housing Authority

Development: 950-200-02 -- HILLDALE AVENUE VETERANS

Facility: Development-wide

Unit: ALL (ALL Implied if not selected)

Project: Please select a Project

Project Information Project Estimation Project Management Project Templates

New Related Inventory Components


The first screen requires the user to select a Specific or a Blank Template to use. Once that is done the User is prompted to enter the required project information by clicking the “Next” button on each screen. If the user needs to go back to change a previous entry the “Previous” button can be clicked. If the User wishes to cancel the whole transaction and start over the “Cancel” button can be clicked. Once all information has been entered, the final screen has two instructions on it: 1.) Assign Related Inventory Components on the “Project Info” page and 2.) Create a Cost estimate on the “Project Estimation” page. Once the user had read these instructions they can click the “Finished” button and the data is saved to CPS. (See the full series of screen shots from beginning to end in the “CPS New Project Wizard screen shots” section later in this notice.)

2. **New Project Prioritization criteria** –Located in the “Projects” section of CPS in the “Project Info” tab, the Project prioritization criteria has been redefined to provide the user general guidance in defining and identifying the priority a project should be assigned. Two priority Selections have been created (LHA Priority and DHCD/Consultant Priority) the criteria for guidance in prioritizing proposed projects in CPS is shown below:

LHA Priority Selection	DHCD/Consultant Priority Selection
2. Potentially Critical (will become critical within 1 year)	1. Currently Critical (Immediate)
<ul style="list-style-type: none"> 1. Currently Critical (Immediate) <ul style="list-style-type: none"> a. CITED Life and/or Health safety conditions/hazards b. Building, Fire, Electrical or Mechanical CODE CITATIONS c. Component failure or complete deterioration that affects facility operations d. Restores facility operations (vacancies) 2. Potentially Critical (will become critical within 1 year) <ul style="list-style-type: none"> a. Correct recurring or intermittent facility operations deficiencies b. Potential Life and/or Health safety hazards c. Prevent predictable deterioration/collateral damage d. Condition has potential to cause downtime or vacancy 3. Necessary/Not yet Critical <ul style="list-style-type: none"> a. Beyond Expected useful life but still serviceable 4. Recommended <ul style="list-style-type: none"> a. Useful/Sensible Improvements to Facility operations b. Increases efficiencies of systems/reduces operational costs c. Improves overall usability of facilities 5. Modernization <ul style="list-style-type: none"> a. Does not meet current codes/standards b. Improves local marketability & quality of life c. Hazardous Materials managed but not yet abated 	

If the LHA is developing the project in CPS the LHA Priority Selection field will be editable. If DHCD or a DHCD Consultant develops the project in CPS the DHCD/Consultant Priority Selection field will be editable. The DHCD/Consultant Priority Selection is the Priority that will be shown in the LHAs Capital Plan and the priority that DHCD will use for purposes of review. If the LHA disagrees with this priority they should review it with their DHCD Construction Advisor who can recommend a change to the priority.

3. **New “CPS Project List” report**– Located in the “Reports” section of the CPS in the “Projects” tab (Figure 1) this report shows a summary of all projects both proposed and archived for general planning purposes. The report shows all projects for all developments at the LHA and can be exported as a PDF or Excel document (Figure 2). To view the report click the “View Report” button (Figure 2). If you want to export

the report to PDF or Excel click the file Icon  and choose the PDF or Excel selection and then click the “View Report” button. (Figure 2) (Note: if the report is exported as an Excel document it may require some formatting in Excel in order to print it out.)

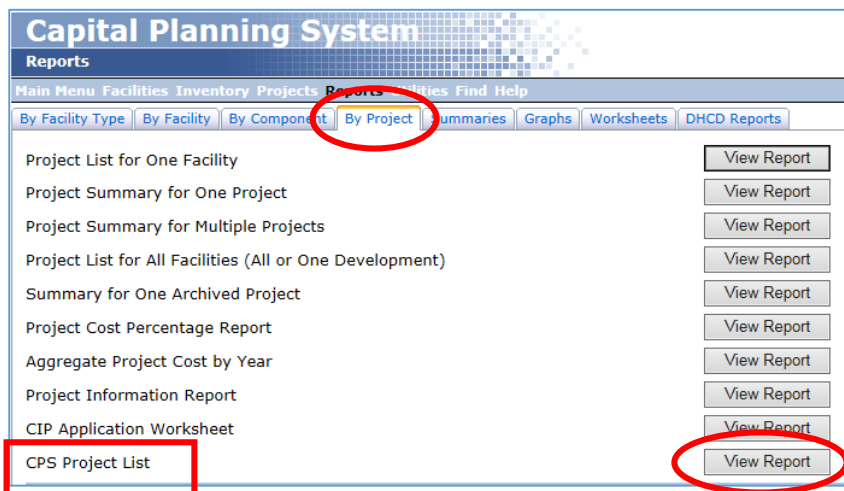


Figure 1

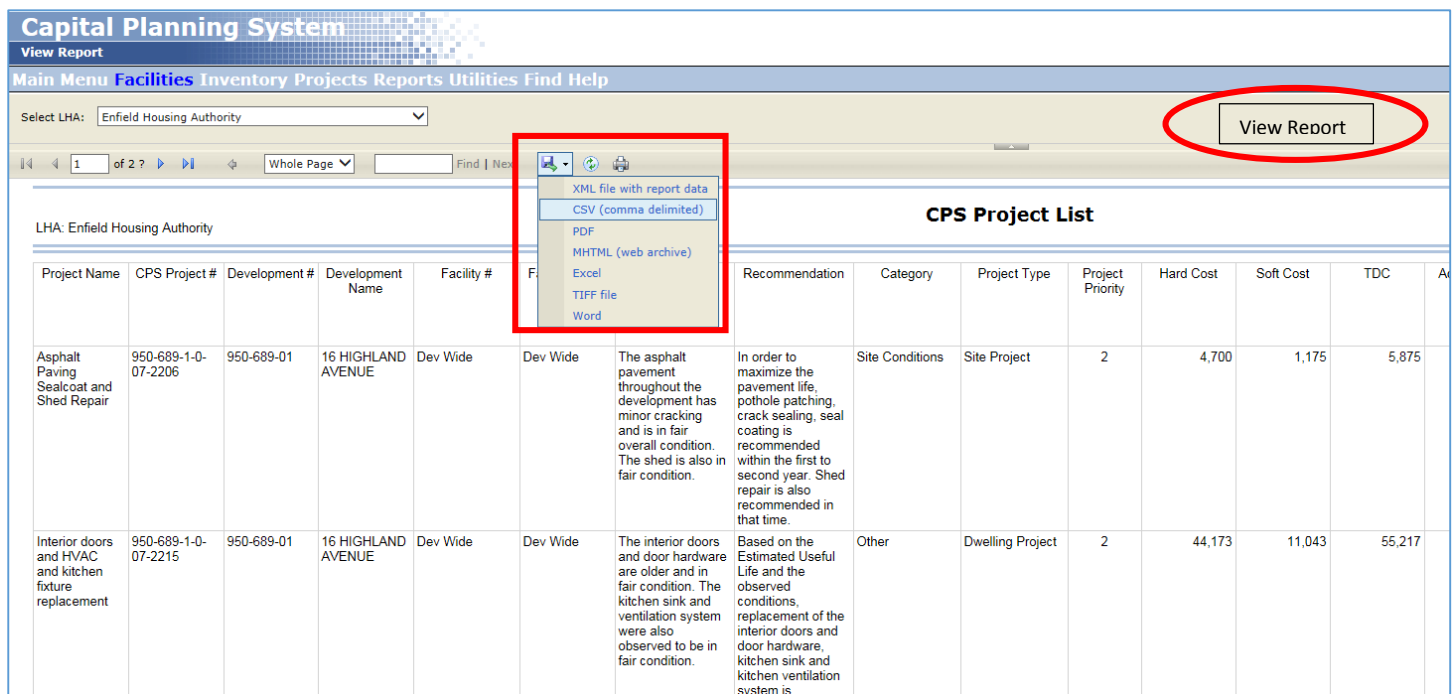



Figure 2

4. **New “Facility Inventory Condition Assessment Report”** – Located in the “Reports” section of the CPS in the “Summaries” tab (Figure 3) this report show complete listing of all of the specific inventory for all of their facilities to use for maintenance and capital planning purposes. The report can be run for one facility at one development or multiple facilities at multiple developments or all facilities at all developments and can be exported as a PDF or Excel document (Figure 4 & 5). To view the report click the “View Report” button (Figure 3). This will bring up pick lists for the user to choose the parameters of the report (Figure 4). Once the parameters are chosen click the “View Report” button to bring up the

report (Figure 4). If you want to export the report to PDF or Excel click the file icon  and choose the PDF or Excel selection and then click the “View Report” button. (Figure 5) (Note: if the report is exported as an Excel document it may require some formatting in Excel in order to print it out)

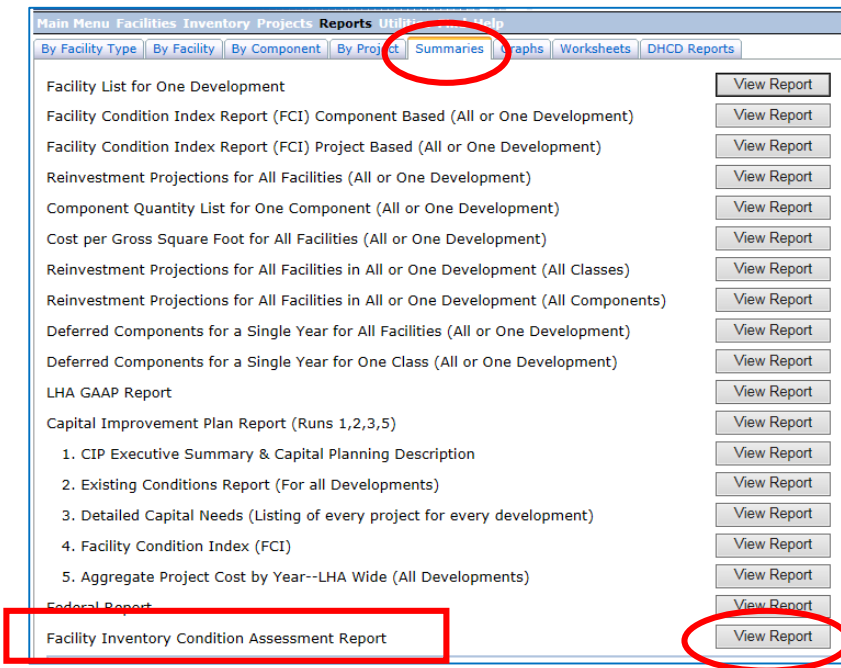


Figure 3

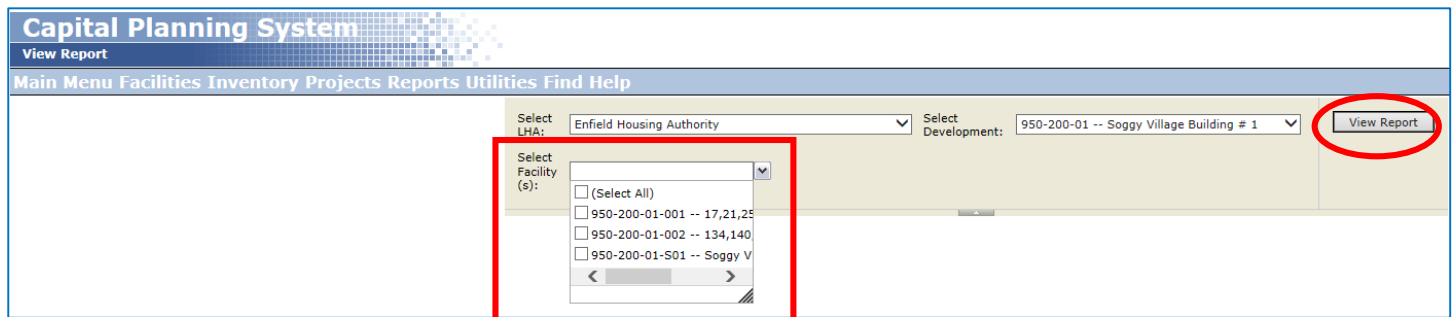


Figure 4

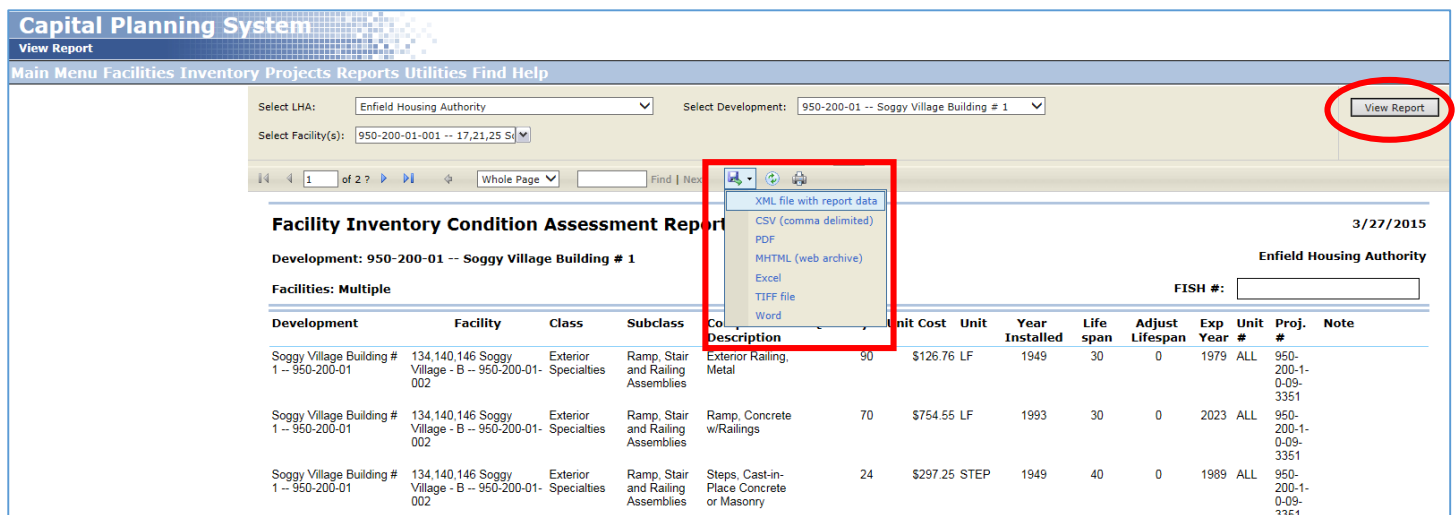


Figure 5

5. **Facility Condition Index (FCI) History** – FCI is a measure of the condition of a facility relative to the reproduction or replacement cost of the facility [Deferred Cost divided by Replacement Value (see screen shot below)]. FCI is a performance indicator which is used to objectively quantify and evaluate the current condition (i.e., physical health) of a facility and to make comparisons on the relative condition of that one facility with:

- Other facilities within the LHA portfolio
- The same facility at a sometime in the past.

On a monthly basis the FCI will be automatically calculated on the Facility level, the Development level and the LHA level and recorded in respective FCI History tables in the CPS so that the data can be used by the LHA and DHCD in planning for the ongoing preservation and modernization of the public housing portfolio. The FCI History is located in the “Facilities” section on the “Facility Info” tab, the “Development Info” tab and the “LHA Info” tab. (See three full screen shots in the “Facility Condition Index (FCI) History” section later in this notice.)

Facility Type: Steel Frame/Masonry Enclosure (1-3 floors)

of Floors: 3 Total Dwelling Units: 18 Gross SF: 19110 Built: 1948 ☐ Condo

Deferred Cost: \$1,567,953 Replacement Value: \$4,337,970

Date	FCI
03/05/2015	36.14%
07/01/2012	0.00%

Calculate Current FCI 36.1%

6. **User Login History** – Located in the “Facilities” section on the “LHA Info” tab at the bottom of the page this feature allows the user to see the history of LHA Logins to the CPS. Note that as the history grows there are multiple pages noted at the bottom.

User Logins		
User Name	Login Time	Logout Time
Test User	3/23/2015 11:06 AM	3/23/2015 11:10 AM
Test User	3/19/2015 11:20 AM	3/19/2015 11:23 AM
Test User	3/2/2015 12:37 PM	3/2/2015 1:04 PM
Test User	3/2/2015 11:05 AM	3/2/2015 12:03 PM
Test User	2/27/2015 11:30 AM	2/27/2015 11:50 AM
Test User	2/27/2015 7:57 AM	2/27/2015 8:51 AM
Test User	2/27/2015 7:50 AM	2/27/2015 8:16 AM
Test User	2/12/2015 12:15 PM	2/12/2015 12:26 PM
Test User	2/4/2015 12:01 PM	2/4/2015 12:07 PM
Test User	2/4/2015 11:48 AM	2/4/2015 11:49 AM
Test User	1/21/2015 11:28 AM	1/21/2015 11:54 AM
Test User	1/7/2015 11:05 AM	1/7/2015 11:12 AM
Test User	12/17/2014 5:32 AM	12/17/2014 5:53 AM
Test User	11/17/2014 11:56 AM	11/17/2014 12:17 PM
Test User	11/17/2014 7:51 AM	11/17/2014 8:11 AM
Test User	10/10/2014 6:42 AM	10/10/2014 7:09 AM
Test User	8/28/2014 10:42 AM	8/28/2014 11:04 AM
Test User	8/28/2014 8:39 AM	8/28/2014 9:12 AM
Test User	8/20/2014 9:36 AM	8/20/2014 9:53 AM
Test User	8/13/2014 1:09 PM	8/13/2014 1:23 PM

1 2

ENTERING DATA IN THE CIMS PROJECT GRIDS

For CPS projects that have been selected but not linked to a FISH number, users now have many more options for scheduling those projects in the CIMS Scenario Builder and the Modifications Grid. A date can be entered in any of the four date columns (DCD, WO/RFS, NTP, and DCD). The intervals between the key dates are still fixed; all dates will recalculate based on the last-entered date.

Alternatively, the user may enter an amount in any of the fiscal year spending columns. Based on the following description of the calculations, CIMS will calculate the DCD and other dates and recalculate the spending. Depending on a number of factors listed in the description of the calculations, the resulting projected amount may change from what was entered when the spending is recalculated.

Changes in the dates and projected spending for the project will recalculate when the user clicks on the “=” button at the right end of the project row, based on the most recent date or amount entered by the user. The user must click the “Save” button at the top of the page to save the new values and recalculate the page totals. The values may be entered in either wide display or narrow display modes, except the WO/RFS, NTP, and CSC dates can only be accessed in the wide mode.

SCENARIO BUILDER NARROW MODE

Sort by: --Select-- [Generate a Current Budget Scenario Report](#) ☒ Mark as my submitted CIP plan

In this CIP?	FISH #	Prev. CIP	Design Contract Date (DCD)	Project Name	Year 1	Year 2	Year 3	Year 4	Year 5	Calc
<input checked="" type="checkbox"/>	975001	Yes	5/1/2012	Roofing Replacement of Brown Roof	\$26,048.85	\$0.00	\$0.00	\$0.00	\$0.00	
<input checked="" type="checkbox"/>	975004	Yes	8/29/2011	Kitchen Update	\$23,851.00	\$0.00	\$0.00	\$0.00	\$0.00	
<input checked="" type="checkbox"/>	975005	Yes	7/1/2011	Asphalt parking and walkways	\$100,019.00	\$0.00	\$0.00	\$0.00	\$0.00	
<input checked="" type="checkbox"/>	975006	Yes	7/1/2012	Exterior paint finish	\$10,001.00	\$0.00	\$0.00	\$0.00	\$0.00	
<input checked="" type="checkbox"/>	975007	Yes	7/1/2012	Exterior stairs	\$165,158.00	\$0.00	\$0.00	\$0.00	\$0.00	
<input checked="" type="checkbox"/>	975008	Yes	7/1/2013	Storm door replacement	\$40,010.00	\$0.00	\$0.00	\$0.00	\$0.00	
<input checked="" type="checkbox"/>	975009	Yes	5/1/2014	Kitchen, partial modernization	\$213,316.80	\$36,840.17	\$0.00	\$0.00	\$0.00	
<input checked="" type="checkbox"/>	Detail	Yes	8/1/2014	Driveway and walkway overlay	\$8,429.00	\$0.00	\$0.00	\$0.00	\$0.00	=
<input checked="" type="checkbox"/>	Detail	No	7/1/2013	Foundation crack repair and chimney tuckpointing	\$21,989.00	\$0.00	\$0.00	\$0.00	\$0.00	=
<input checked="" type="checkbox"/>	Detail	Yes	8/1/2015	Bath modernization	\$0.00	\$144,713.99	\$336,722.00	\$0.00	\$0.00	=
<input checked="" type="checkbox"/>	Detail	No	3/31/2017	Re-paving, catch basin replacement	\$0.00	\$0.00	\$11,185.99	\$275,010.99	\$0.00	=

USING DATE FIELDS TO SCHEDULE A PROJECT

1. CIMS has heretofore scheduled projects using the DCD, the date a design contract is implemented for the project. It then schedules the project based on a table of standard durations of the work order/ request for services process, the design period, and the construction period. These durations vary depending on the dollar value of the project.
2. In some cases the user may want to complete a project by a certain date. It is now possible to enter the CSC date (date of the Certificate of Substantial Completion) and have CIMS back calculate the starting date for the project. Or, if the NTP (Notice to Proceed) date is known, that date can be entered. It's completely up to the user to select the key date that will most easily schedule a project in CIMS according to the user's actual expectations or requirements.

USING FISCAL YEAR FIELDS TO SCHEDULE A PROJECT

1. There are times when a user will know how much money they want to spend on a project in a particular year and would like to simply enter that amount in the fiscal year column. This is especially the case when it is desired to split project spending across two or more fiscal years because funds are not available to complete the project in one year. A user may also find that it's easier in general to enter amounts directly into the fiscal year columns.
2. CIMS allows an entry into only one fiscal year. It then calculates the DCD and recalculates the projected spending for all years.
3. When an amount that is greater than or equal to the total State Bond Funds (FF TDC) is entered in any FY column, the DCD will be set equal to the later of July 1 of that fiscal year or 2 weeks after the current date, whichever is later. CIMS then calculates the NTP and CSC according to the table of standard durations. If one or both of these dates falls into the following fiscal year, the spending will be split. The year of the data entry will show the maximum allowable spending for the year according to the rules in CIMS, with remainder in the following fiscal year(s).

Example 1: \$300,000 TDC (\$50,000 soft cost). Current date is 1/27/15. TDC amount is entered into fy 2016:

DCD	FF TDC	NTP	CSC	2015	2016	2017	2018	2019
-	\$ 300,000.00	-	-	\$ -	\$ 300,000.00	\$ -	\$ -	\$ -

Since the amount entered is equal to or greater than the TDC, CIMS sets the DCD at 7/1/2015, the start of fy2016. A project of this value has a 10 month design period and a 5 month construction period, so the fy2016 spending will include 65% of the soft cost for the design period plus 2/5 of the construction period costs, made up of the hard cost and 35% of the soft cost. The total spending projected for fy2016 is \$139,150.33 with the remainder occurring in fy2017 as shown below.

DCD	FF TDC	NTP	CSC	2015	2016	2017	2018	2019
07/01/15	\$ 300,000.00	05/01/16	10/01/16	\$ -	\$ 139,150.33	\$ 160,849.67	\$ -	\$ -

If the user entered \$300,000 into the fy2015 column, CIMS would set the DCD as 2/10/15, two weeks after the current date. That leaves less than half the design period in fy2015 and the total spending for the year at \$15,123.76. The remainder is projected for fy2016.

DCD	FF TDC	NTP	CSC	2015	2016	2017	2018	2019
2/10/15	\$ 300,000.00	12/10/15	5/10/16	\$ 15,123.76	\$ 284,876.25	\$ -	\$ -	\$ -

4. When an amount that is less than the total State Bond Funds (FF TDC) is entered in any FY column, the CIMS calculations assume the project spending will be split between the year the amount is entered into and the following year. The DCD is determined by calculating the time required to spend the entered amount of money, starting from the beginning of the design period. It then subtracts that number of days from June 30 of that fiscal year to find a start date. The DCD will then be set at that calculated date or 2 weeks after the current date, whichever is later. The amount shown in the designated fiscal year column will then be recalculated and will usually be different from what was entered due to rounding of the duration to whole days.

Example 2: \$300,000 TDC (\$50,000 soft cost). Current date is 1/27/15. LHA has budget to start the project in fy2016 and wishes to allocate \$75,000:

DCD	FF TDC	NTP	CSC	2015	2016	2017	2018	2019
-	\$ 300,000.00	-	-	\$ -	\$ 75,000.00	\$ -	\$ -	\$ -

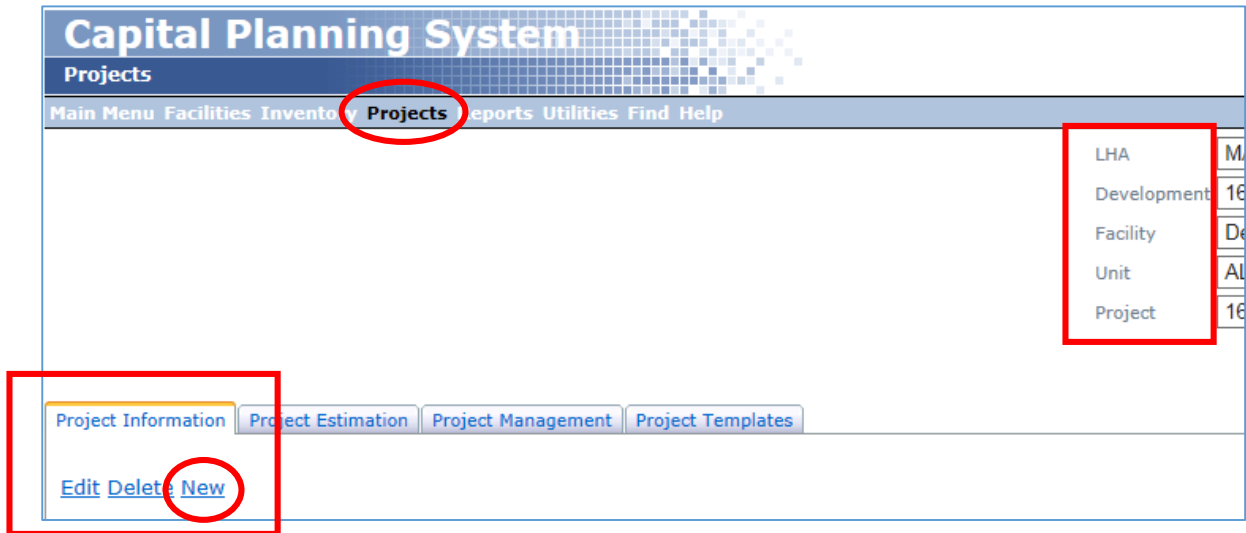
Since the amount entered is less than the TDC, CIMS calculates the number of days required to spend \$75,000. This will include both the design period and a portion of the construction period, since the entire design period (10 months) only accounts for 65% of the \$50,000 soft cost (\$32,500). CIMS calculates that it will take 329 days to incur the \$75,000 projected cost and sets the DCD as 8/7/15. Since the project duration was rounded to whole days, the re-calculation of projected spending shows a slightly different amount in fy2016 from what was entered.

DCD	FF TDC	NTP	CSC	2015	2016	2017	2018	2019
08/07/15	\$ 300,000.00	06/07/16	11/07/16	\$ -	\$ 74,460.78	\$ 227,287.58	\$ -	\$ -

New Project Wizard

Located in the “Projects” section of CPS in the “Project Info” tab there is a “New” link. When this link is clicked the CPS leads the user through a series of screens to capture all required Project information to establish a new project.

Figure 1



The first screen (Figure 1) requires the user to select a Specific or a Blank Template to use. Once that is done the User is prompted to enter the required project information by clicking the “Next” button on each screen. If the user needs to go back to change a previous entry the “Previous” button can be clicked. If the User wishes to cancel the whole transaction and start over the “Cancel” button can be clicked. Once all information has been entered, the final screen has two instructions on it: 1.) Assign Related Inventory Components on the “Project Info” page and 2.) Create a Cost estimate on the “Project Estimation” page. Once the user had read these instructions they can click the “Finished” button and the data is saved to the CPS. (See the series of screen shots from beginning to end below)

Add new project for:

LHA: Enfield Housing Authority
Development: 950-200-01 -- Soggy Village Building # 1
Facility: Development-wide
Unit: ALL

Select a Project Template or Click Blank Project

Blank Project
45 Forest St Bathroom update 1st floor
BEV Boiler Replacement and piping
Blackstone ADA Ramps - Phase 2
Easton Siding and window replacement Blds 4-7
SouthBR Replace Windows - Collier
Wake Kitchen Modernization 28-30

New Project Wizard

Project Name:

* Required

Cancel

Next

New Project Wizard

DHCD FISH #:

Previous

Next

Cancel

New Project Wizard

Condition Assessment Narrative:

* Required

Previous

Next

Cancel

New Project Wizard

Recommendation:

* Required

Previous

Next

Cancel

New Project Wizard

Category:

Select

* Required

Previous

Next

Cancel

New Project Wizard

Project Type:

Dwelling Project

* Required

Previous

Next

Cancel

New Project Wizard

**** Required**

LHA Priority Selection

Select ▼

DHCD/Consultant Priority Selection

Select ▼

1. Currently Critical (Immediate)
 - a. CITED Life and/or Health safety conditions/hazards
 - b. Building, Fire, Electrical or Mechanical CODE CITATIONS
 - c. Component failure or complete deterioration that affects facility operations
 - d. Restores facility operations (vacancies)
2. Potentially Critical (will become critical within 1 year)
 - a. Correct recurring or intermittent facility operations deficiencies
 - b. Potential Life and/or Health safety hazards
 - c. Prevent predictable deterioration/collateral damage
 - d. Condition has potential to cause downtime or vacancy
3. Necessary/Not yet Critical
 - a. Beyond Expected useful life but still serviceable
4. Recommended
 - a. Useful/Sensible Improvements to Facility operations
 - b. Increases efficiencies of systems/reduces operational costs
 - c. Improves overall usability of facilities
5. Modernization
 - a. Does not meet current codes/standards
 - b. Improves local marketability & quality of life
 - c. Hazardous Materials managed but not yet abated

Previous
Next

Cancel

New Project Wizard

Actual Cost:

Previous
Next

Cancel

New Project Wizard

Dwelling: % ▼

Non-dwelling: % ▼

Site: %

Previous
Next

Cancel

New Project Wizard

Inspection Date: **** Required**

Inspector: **** Required**

Previous
Next

Cancel

New Project Wizard

Project Notes:

Previous

Next

Cancel

New Project Wizard

Proposed Funding:

Grant Funds:

0.00

Previous

Next

Cancel

New Project Wizard

Design Contract Date:

21

Required

NTP Date:

21

Required

CSC Date:

21

Required

Previous

Next

Cancel

New Project Wizard

Click Finish to create your new project.

REMINDERS:

1. After you click Finish, please choose the Inventory components that are related to this project by clicking on the "Related Inventory Components" button at the bottom of the Project Info. page.

2. After you have chosen the Related Inventory Components, go to the Project Estimation page and create a Project Cost Estimate.

Previous

Finish

Cancel

FACILITY CONDITION INDEX (FCI) HISTORY

Facility Condition Index (FCI) History – FCI is a measure of the condition of a facility relative to the reproduction or replacement cost of the facility [Deferred Cost divided by Replacement Value (see screen shot below)]. FCI is a performance indicator which is used to objectively quantify and evaluate the current condition (i.e., physical health) of a facility and to make comparisons on the relative condition of that one facility with:

- Other facilities within the LHA portfolio
- The same facility at a sometime in the past.

On a monthly basis the FCI will be automatically calculated on the Facility level, the Development level and the LHA level and recorded in respective FCI History tables in the CPS so that the data can be used by the LHA and DHCD in planning for the ongoing preservation and modernization of the public housing portfolio. The FCI History is located in the “Facilities” section on the “Facility Info” tab, the “Development Info” tab and the “LHA Info” tab. (See three screen shots below)

Capital Planning System

Facilities

Main Menu **Facilities** Inventory Projects Reports Utilities Find Help

LHA: Enfield Housing Authority

Development: 950-200-01 -- Soggy Village Building # 1

Facility: 950-200-01-001 -- 17,21,25 Soggy Village - A

LHA Info

Development Info

Facility Info

Unit Info

[Edit](#) [Delete](#) [New](#) [Duplicate this Facility](#)

Facility Number:

Facility Name:

Address:

City:

Zip:

Facility Description:

Facility A is a 3-story low-rise multi-family, steel-masonry building with an unfinished basement. Construction of the building was completed in 1949. There is a total of 18 dwelling units in the building. Egress from this facility is via interior stairs.

Facility Type:

of Floors: Total Dwelling Units: Gross SF: Built: ☐ Condo

Deferred Cost:

Replacement Value:

Date	FCI
03/05/2015	36.14%
07/01/2012	0.00%

36.1%

Capital Planning System

Facilities

[Main Menu](#)
[Facilities](#)
[Inventory](#)
[Projects](#)
[Reports](#)
[Utilities](#)
[Find](#)
[Help](#)

LHA

Enfield Housing Authority

Development

950-200-01 -- Soggy Village Building # 1

Facility

950-200-01-001 -- 17,21,25 Soggy Village - A

LHA Info

Development Info

Facility Info

Unit Info

[Edit](#)
[Delete](#)
[New](#)

Development No:

950-200-01

Development Name:

Soggy Village Building # 1

Geographic Location:

Special Needs Agency:

Special Needs Agency Notes:

Management Office Address:

N/A

Address 2:

City:

State:

Zip Code:

MA

of Buildings:

Year Built:

Year Occupied:

Acreage:

Units/Acre:

2

1949

1949

1.7000

21.18

Manager:

Manager Phone:

Manager Fax:

Rick brouillard

Supervisor:

Total # of Dwelling Units

of Accessible Dwelling Units

36

2

☐ Federal
 ☐ State
 ☒ Other

General Description:

The Summer Street Veterans development consists of 2 low-rise, multi-family, 3-story buildings on a site of approximately 1.7 acres. Construction of the development was completed in 1949. There is a total of 36 dwelling units and a combined residential floor area of 38,220 square feet. This is a really nice development but we still need lots more money.

The inventory was conducted on 1-15-09, and the assessment was conducted on 10-29-09 with the assistance of the following LHA staff: Rick Brouillard. The units sampled included 13, 14, 17 18, 21, 25, and 30.

Generally Accepted Accounting Principles Cost Summary:

Land Cost:

0

Dev. HC:

0

Dev. SC:

0

Dev. Cost ST:

0

Mod. HC:

0

Mod. SC:

0

Mod. Cost ST:

0

Grand Total:

0

Facility Condition Index History:

Date	FCI
03/05/2015	39.61%
07/01/2012	0.00%

Calculate Current FCI

39.6%

Capital Planning System

Facilities

[Main Menu](#)
[Facilities](#)
[Inventory](#)
[Projects](#)
[Reports](#)
[Utilities](#)
[Find Help](#)

LHA

Enfield Housing Authority

Development

950-200-01 -- Soggy Village Building # 1

Facility

950-200-01-001 -- 17,21,25 Soggy Village - A

LHA Info

Development Info

Facility Info

Unit Info

LHA:

Enfield Housing Authority

LHA type: (State assisted portfolio only)

Date:

DHCD Notes:

Address 1:

Address 2:

City: State: Zip:

Enfield MA

Executive Director: Phone: Fax:

Executive Director e-mail:

LHA Website:

Board of Directors Chairperson: Board Chairperson e-mail:

Executive Summary Narrative:

The Client, the Commonwealth of Massachusetts Department of Housing & Community Development contracted with EMG to conduct a Property Condition Assessment (PCA) including an inventory consisting of field observations, rating the conditions, obtaining utility meter numbers, document review and related due diligence tasks of the subject property. The PCA was performed in September 25, 2006.

DHCD contracted with Diversified Intelligence to conduct the PCA for the Program 200 and 667 portfolios. The PCA included an inventory of building and site components, assessments of building and site conditions, and preparation of capital improvement plans.

Total Number of Dwelling Units: 440

Facility Condition Index History

Date	FCI
03/05/2015	13.78%
07/01/2012	140.99%

Calculate Current FCI

13.8%

PHN 2015-11 New Features in Capital Improvement Management System (CIMS) and Capital Planning System (CPS) - 4/3/2015

Page 20 of 23

DEFINITIONS

Active CIP: A copy of the Approved CIP that has been updated with the latest project cost information and project schedules. This information comes from FISH for projects assigned to FISH. There is never more than one Active CIP

ADA: Americans with Disabilities Act. Often used to mean accessible, as in “an ADA unit”. Also used to identify funding reserved for accessibility improvements.

Alteration: An alteration is a change to a proposed CIP revision.

Approved CIP: A Capital Improvement Plan (CIP) that has been approved by DHCD. Every time a new CIP is approved or an existing CIP is revised and approved, a new Approved CIP is created. The business rules that determine if an Active CIP is “Out of Compliance” always use the most recent Approved CIP as a reference.

ARRA: American Recovery and Reinvestment Act.

Automatic Compliance Checking: CIMS automatically imports schedule and cost information from FISH, generally on a daily basis. This information is used to update the Active CIP. CIMS then compares the projected spending of the Active CIP to the approved spending of the Approved CIP. If the variance between the two CIP’s falls within the business rules, the Active CIP is put in the status of “CIP Active”. If there are business rule violations, the status is changed to “Out of Compliance”.

Business Rules: The business rules define the amount of variance allowed between the latest Approved CIP and a compliant Active CIP. The percentages listed in the rules may be adjusted from time to time by DHCD. Following are the rules and percentages expected to be in place when Formula Funding and CIMS are fully implemented.

1. **Projected Spending in CIP Year 1 or Year 2:** The projected Formula Fund spending for each of these fiscal years should be no more than 20% above the Approved Cap Share for each year.
2. **Projected Spending in CIP Year 1 or Year 2:** The projected Formula Fund spending for each of these fiscal years should be no less than 20% below the Approved Cap Share for each year.
3. **Total Projected Spending for FISH Projects:** The projected Formula Fund spending for all projects assigned to FISH must not exceed the total of Formula Funds awarded to the LHA.
4. **Reassignable Formula Funding:** Reassignable Formula Funding (RaFF) in the Active CIP is the amount of the Formula Funding Award which has not been used to fund projects in FISH and which is not restricted by ADA, DMH or DDS set-asides. For the Approved CIP the RaFF is the amount of the Formula Funding Award which is not funding CIMS projects assigned to FISH in the Active CIP and which is not restricted by ADA, DMH or DDS set-asides. The amount of RaFF in the Active CIP must be at least equal to 50% of the RaFF in the Approved plan. Changes to the RaFF are generally the result of project cost changes in FISH projects.
5. **New Project:** New projects added into the Active CIP require review and approval, leading to a new Approved CIP.

Cap: The annual capital spending allowed in the aggregate for DHCD or the annual amount allowed for an individual LHA, as assigned by DHCD.

CDBG: Community Development Block Grant.

CIMS Project: A CPS project that has been imported to the Capital Improvements Management System (CIMS).

CIP: Capital Improvement Plan.

CPA: Community Preservation Act.

CPS: Capital Planning System.

CPS Project: A project created in the Capital Planning System (CPS). It may also refer to a CPS project which has been imported to the Capital Improvements Management System (CIMS).

CR: Compliance Reserve. Funding DHCD has set aside to help with projects required to comply with safety codes and regulations.

CSC: Certificate of Substantial Completion. The date the Certificate of Substantial Completion is issued for a project. At Substantial Completion, the work is ready to be used as intended, although there may still be minor items to be completed. This date is the same as the Finish date for "DHCD approves CSC" in FISH. It's the Actual date, if there is one. Otherwise, it's the Scheduled date.

DCD: Design Contract Date. The date the design phase begins for a project. This date is the same as the Finish date for "DHCD approves A/E contract" in FISH. It's the Actual date, if there is one. Otherwise, it's the Scheduled date.

DDS: Department of Disability Services.

DHCD: Department of Housing and Community Development.

DMH: Department of Mental Health.

ER: Emergency Reserve. There are two types of ER, LHA ER and DHCD ER.

FCI: Facility Condition Index. FCI is a measure of the condition of a facility relative to the reproduction or replacement cost of the facility (Deferred Cost divided by Replacement Value). FCI is a performance indicator which is used to objectively quantify and evaluate the current condition (i.e., physical health) of a facility and to make comparisons on the relative condition of that one facility with:

- a. Other facilities within the LHA portfolio
- b. The same facility at a sometime in the past.

FF: Formula Funding.

FISH: Financial Information System for Housing, DHCD's project management system.

FISH Project: Refers to a project entered into the FISH project management system. It may also refer to a CIMS project which has been assigned (linked) to a FISH project.

Funding Disparity: This value is calculated by CIMS for each project. It is equal to the TDC as carried in the Active CIP in CIMS minus the total of all the funding entered into the project detail.

Gatekeeper: A computer system used by DHCD staff for updated project information in FISH.

Hard Costs: These costs are the actual construction contract amount and any change orders. The cost of the building permit is also included when CIMS updates from FISH, although the permit cost may be included in soft cost in CPS.

LHA: Local Housing Authority.

LHA ER: A portion of Formula Funding assigned to the LHA which is held in reserve for emergencies.

Modification: A modification is a change to an Active CIP, such as adjusting dates, TDC's, or funding in order to keep projected spending within the ranges allowed by the business rules applied to the latest Approved CIP.

NTP: Notice to Proceed. The date the construction phase begins for a project. This date is the same as the Finish date for "NTP issued" in FISH. It's the Actual date, if there is one. Otherwise, it's the Scheduled date.

OR: Operating Reserve of the Local Housing Authority.

OTH: A funding source not otherwise identified in the project detail for a project in CIMS.

Out of Compliance: The Active CIP is "out of compliance" when the projected Formula Funding spending violates one or more of the business rules. See definition of "Business Rules" above.

PM: The DHCD Project Manager assigned to the LHA.

PMD: DHCD's Project Management Director.

Revision: A revision is a change to an Approved CIP, which results in a new Approved CIP. Proposed revisions are submitted by the LHA Administrator to DHCD for approval. Revisions may incorporate new projects, changes to annual Caps, use of LHA Emergency Reserves, and use of DHCD reserve funds.

Role: Every user associated with a CIP has a particular set of responsibilities defined by their role, such as LHA Administrator, Project Manager, Engineer, Housing Management Bureau Director, etc. Different roles have different functions available in CIMS.

SA: DHCD's System Administrator for CIMS.

Soft Costs: These costs include design and administration. In the CPS budgets permitting is usually included in soft costs, whereas, when CIMS updates with costs listed in FISH, permitting is included in the hard costs.

Status: Every CIP has a status based on where it is in the process flow for CIP creation, modification, revision, and approval. A user moves the CIP through the process flow by changing the status.

SUST: DHCD's Sustainability Initiative fund for projects designed to improve building efficiencies.

TDC: Total Development Cost. This amount includes all administrative, design, permitting, and construction costs required for the project. TDC is the sum of the soft costs and the hard costs.

WAP: Weatherization Assistance Program.

WO/RFS: Work Order/ Request for Services. The date the DHCD architect or engineer begins to write the Work Order or Request for Services for a project. This date is the same as the Finish date for "Assign in-house A/E" in FISH. It's the Actual date, if there is one. Otherwise, it's the Scheduled date.